

# PADDOCK WOOD TOWN COUNCIL

Administrative Assistant – Part time (9hrs/week)

## JOB DESCRIPTION

1. To take bookings for all Council Hiring venues and maintain accurate booking diaries. Issue invoices for all bookings.
2. Assist in the production of the Town Guide.
3. To co-ordinate and progress ad hoc projects as identified by the Town Clerk and on behalf of the Council.
4. In the absence of the Town/Deputy Clerk, for example at times of sickness or annual leave, the post holder may be required to attend evening meetings or work additional hours with the agreement of the Council and its Committees.
5. To act as a representative as required.
6. To receive correspondence and documents on behalf of the Council and to deal with the correspondence or documents or bring such items to the attention of the Town/Deputy Clerk of the Council. With the authority of the Clerk/Deputy Clerk, to issue correspondence as a result of the instructions or known policy of the Council.
7. To deal with incoming telephone calls, messages and enquiries and bring such items to the attention of the Town/Deputy Clerk.
8. To photocopy, fax, email and type documents, place orders, process post, update notice boards and carry out general office duties.
9. To carry out any other reasonable duties as instructed by the Town/Deputy Clerk.
10. To attend training courses as required by the Council.